

DEMOTION LETTER

I, _____, request a voluntary demotion from
(Name)

(Title) (AS or SS) _____
to _____ (AS or SS) _____
(Title)
effective _____.

I realize that my salary will decrease by at least 7% from \$ _____ to \$ _____
(Current Salary) (New Salary)

Signature

SSN

Date